

CSSR & SRRM DEGREE & PG COLLEGE

AUTONOMOUS

Re-Accredited with 'A' Grade by NAAC(Cycle-II)

Permanently Affiliated to Yogi Vemana university- Kadapa

13/521 Reddy Colony, Kamalapuram, YSR District -516289

BOARD OF STUDIES

DEPARTMENT OF ENGLISH

2024-2025

SEMESTERS - I

Dated:31-07-2024

Meeting-I

CONTENTS

1. Members of Board of Studies (Proceedings)
2. Invitation Letter
3. Agenda & Minutes of Meeting
4. Course Structure
5. Syllabus with Course Outcomes
6. Question Paper Pattern
7. Model Question Paper
8. Assessment of Internal & External Examination
9. Panel of Examiners & Question Paper setters

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Recognized Under 2(f) & 12(B) of UGC Act 1956

13/521, Reddy Colony, Kamalapuram-516 289, Kadapa Dist. A.P.



Date: 25-07-2024

PROCEEDINGS OF THE PRINCIPAL**Present: Dr.G. Vinod Kumar M.Sc., Ph.D., Principal**

The Board of Studies for Department of English has been constituted by the Principal of CSSR & SRRM Degree & PG College (A), Kamalapuram as per UGC autonomous 2023 regulations of BoS for the period of three years i.e., 2024-2025 to 2026-2027 with the following members.

Sl. No.	Category	Name	Designation	Position in BoS
1	In charge of the Department	B. Ashok	Head	Chairperson
2	Faculty Members	D. Vinay Kumar	Lecturer	Member
3	Two Experts from Outside the Parent University nominated by Academic Council	Mr.S.M.D. Hakeem Department of Humanities & Sciences Annamacharya Institute of Technology and Sciences Kadapa Ph.:7013846501 Email: hakeemcssr@gmail.com	Assistant Professor	Subject Expert
4		Mr. A. Sreenath Department of English Sri Venkateswara Degree & PG College Ananthapuram Ph:9440384307 Email: srinathbut1971@gmail.com	Lecturer	Subject Expert
5	One Expert Nominated by Vice Chancellor	Prof.P. Padma Department of English Yogi Vemana University Ph:9441150022 Email: puttapdm@yvu.edu.in	Professor	Subject Expert
6	One representative from Industry/ Corporate allied areas nominated by the Principal	Dr.S. Subhqtahin Travel Maniac Ph:9966868181	Industrialist	Member
7	Alumni nominated by the Principal	N. Lakshmi Narasimha Assistant Professor Department of Humanities & Sciences Annamacharya University, Rajampeta Ph:6301197560 Email: marellanarsimha123@gmail.com	Alumni	Member

G. Vinod
PRINCIPAL 25/7/24

CSSR & SRRM Degree & PG College
Autonomous
Kamalapuram, YSR (Dist), A.P.

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13/521, Reddy Colony, Kamalapuram-516 289, Kadapa Dist. A.P.

Dr G Vinod Kumar, M.Sc., Ph.D.**Principal****Ph: 9014064906****Date: 29-07-2024**

To
The Members BoS
Department of English

Respected Sir/Madam,

Sub: CSSR & SRRM Degree & PG College (A), Kamalapuram
Department of English-Board of Studies – Ist Meeting for the academic
year 2024-2025.

The Board of Studies Ist Meeting, Department of English is scheduled
to be held on **31st July, 2024** in the department of English. Hence all the
members are requested to attend the meeting without fail.

Copy Enclosed:**Principal Proceedings***G. Vinod*
PRINCIPAL

CSSR & SRRM Degree & PG College
Autonomous
Kamalapuram, YSR (Dist), A.P.

Board of Studies

Department of English

Minutes of Meeting

The Board of Studies meeting in English held in the Department of English, CSSR & SRRM Degree & PG College (A), Kamalapuram discussed the following agenda.

Agenda:

- 1.To discuss and approve semester-I syllabus and the corresponding credits for all courses with CBCS framework.
- 2.To review the Course Outcomes for the Semester -I Syllabus.
- 3.To approve the procedure relevant to both internal and external examinations.
- 4.To discuss the pattern and model of question paper.
- 5.To approve names for the panel of question paper setters and examiners.
- 6.Departmental activities/events
- 7.Any other points.

Minutes of Meeting:

The Board of Studies members discussed and resolved the following points in the meeting held on 31 July 2024.

1. All the committee members thoroughly discussed and suggested some changes in the syllabus of I semester.
2. The members of the BoS approved the Course Objectives prepared by the department.
3. The board unanimously agreed and approved the procedure and scheme of internal and external examination patterns.
4. The members approved the question paper pattern and the model question papers for following papers.
5. The board verified and approved the proposed panel of question paper setters and examiners.
6. The board suggested the department to organize developmental activities like seminars/workshops/FDPs for both faculty and students.
7. The board also suggested the department to conduct activities for development of various skills among the students.

Signatures of the members present:

1. B. Ashok
2. V. J.
3. P. P. V.
4. S. S.

5. S. H. D. H.
6. S.
7. M. L. M.


Chairman
CHAIRMAN
BOARD OF STUDIES
ASSISTANT PROFESSOR


Principal
Principal
CSSR & SRRM Degree & PG College
Autonomous
Kamalapuram, YSR (Dist), A.P.

Course Structure for Four-Year Honours Courses of B. A/B. Com/B. Sc/B.B.A

Year	Semester	Course	Paper Code	Title of the Course	No. of Hrs/Week	No. of Credits	CIA	SEE	TOTAL
I	I	1	ENG101	A Course in Communication & Soft Skills	4	3	30	70	100
		2	SC102	Communication Skills	2	2	-	50	50

1. B. Asha
2. V. V. V.
3. P. R. R.
4. S. S. S.
5. S. M. D. H. H.
6. S. S. S.
7. N. L. N.

**SYLLABUS
SEMESTER-I
W.e.f 2024-2025**

COURSE 1: A COURSE IN COMMUNICATION AND SOFT SKILLS

Theory

Credits: 3

4 Hrs/Week

Objectives & Outcomes

By the end of the course the learner will be able to:

- Understand the importance of listening and practice effective listening.
- Use grammar effectively for accuracy in writing and speaking.
- Use relevant vocabulary in every day communication.
- Acquire ability to use Soft Skills in professional and daily life.
- Confidently use the skills of communication.

I. UNIT: Listening Skills

- a. Importance of Listening
- b. Process of Listening
- c. Types of Listening
- d. Barriers to Listening
- e. Effective Listening

II. UNIT: Phonetics

- a. Sounds of English: Vowels and Consonants
- b. Syllable
- c. Word Stress
- d. Intonation

III. UNIT: Grammar

- a. Concord
- b. Articles
- c. Prepositions
- d. Tenses
- e. Question tags

IV. UNIT: Speaking Skills

- a. Greetings & Introduction
- b. Asking and Giving Information
- c. Yes, We Can - Barack Obama
- d. Agreeing/Disagreeing
- e. A Leader Should Know How to Manage Failure Dr. A.P.J. Abdul Kalam

V. UNIT: Soft Skills

- a. SWOC
- b. Attitude
- c. Emotional Intelligence
- d. Netiquette
- e. Inter-personal, Intra-personal and Public Speaking Skills

References:

1. Soft Skills, Dr. Alex (New Delhi: S. Chand & Company Ltd)2009.
2. Interpersonal Skills Training, Philip Burnard(New Delhi: Viva Books Private Ltd)
3. Soft Skills for Everyone, Jeff Butterfield (New Delhi: Cengage Learning India Pvt Ltd)2012
4. Emotional Intelligence, Daniel Goleman (London: Bloomsbury Publishing)1996
5. A Textbook of English Phonetics for Indian Students, Balasubramanian
6. A Handbook for English Language Labor, E. Suresh Kumar, P. Sreehari
7. Communication Skills (2nd Edition), Sanjay Kumar &Pushpa Lata, Oxford University Press,2016.

Activities:

- Make the students listen to news excerpts.
- Watch interviews and speeches on YouTube.
- Role plays on formal and informal conversations.

1. B. Ashu

2. V. J.

3. P. Phoe

4. Sreehari

5. S.H.D. Hakeem

6. J.

7. N.L. Naveen

SKILL COURSE
w.e.f. AY 2023-24
SEMESTER-I
COMMUNICATION SKILLS

Theory

Credits: 2

2 Hrs/week

Course Objectives & Outcomes:

Upon the completion of the course the students will be able to:

- Understand the nature importance of communication.
- Learn the process involved in communication.
- Develop interview skills.
- Acquire presentation skills.
- Effectively play their roles in group discussions.
- Enhance the skills of public speaking.

Course Content:

UNIT-I

BASICS OF COMMUNICATION

1. Nature and importance of communication
2. Process of Communication
3. Principles of communication
4. Barriers to effective communication
5. Strategies for effective communication

UNIT-II

PRESENTATION SKILLS

1. Preparation of a good presentation
2. Verbal communication in presentation
3. Non-verbal communication in presentation
4. Visual aids/Materials in presentation
5. Analyzing audience and managing questions

UNIT- III

INTERVIEWS AND GROUP DISCUSSIONS

1. Interview and its types
2. Before, during and after an interview
3. Do's and Don'ts in an interview
4. Basic Interview questions
5. Structure and process of Group Discussions
6. Role functions, Do's and Don'ts

Recommended Activities:

- Presenting seminar papers.
- Mock interviews.
- Using Power point presentations in seminars.

References:

- Working in English, Jones, Cambridge
- Business Communication, Raman -Prakash, Oxford
- Speaking Personally, Porter-Ladousse, Cambridge
- Speaking Effectively, Jermy Comfort, et.al, Cambridge
- Anjanee Sethi & Bhavana Adhikari, Business Communication, Tata McGraw Hill
- Jermy Comfort, Speaking Effectively, et.al, Cambridge

1. B. Ashw

2. V. J.

3. P. P. Pr

4. S. S.

5. S. M. D. Hakeem

6. J.

7. N. L. Nair

Board of Studies
Department of English

The following replacements were made in the syllabus for the academic year 2024-2025 in the Board of Studies meeting held on 31st July, 2024.

Year	Semester	Title of the Paper	Unit	Existing Topic	Changed Topic	Reason for changing
I	I	A Course in Communication & Soft Skills	I	---	Process of Listening (Added)	These topics will be useful in gaining comprehension on listening skills.
I	I	A Course in Communication & Soft Skills	V	Interpersonal Skills	Inter-personal, Intra-personal and Public Speaking Skills	The newly added two topics are relevant and important for the current job market.

The above modifications were discussed and approved in the BoS meeting by all the members.

Signatures of the Members:

1. B. Ashok, Chairman, BoS

B. Ashok

2. D. Vinay Kumar, Internal Faculty Member

D. Vinay Kumar

3. Prof. P. Padma, Subject Expert (University Nominee)

P. Padma

4. A. Sreenath, External Subject Expert

A. Sreenath

5. S. Md. Hakeem, External Subject Expert

S. Md. Hakeem

6. Dr. S. Subhatakin, Industrialist

Dr. S. Subhatakin

7. N. Lakshmi Narasimha, Alumni

N. L. Narasimha

W.e.f 2024-2025

70 Marks

No	Topic	No of questions	No of questions to be answered	Weightage
1	UNIT-I	4	2	10
2	UNIT-II	4	2	10
3	UNIT-III	5	5	20
4	UNIT-IV	8	4	20
5	UNIT-V	4	2	10
Total		25	15	70

SEMESTER-I

50 Marks

S. No	Topic	No of questions	Weightage
1	Unit-I	3	30
2	Unit-II	3	30
3	Unit-III	4	40
Total		10	100

Note Answer any five questions out of 10 questions 5X10=50 Marks

1. B. Ash

2. 

3. P-Primer

4. Sweet

5. S.H.D. Hakan

6. 

12/1/16

Model Question Paper for Sem End Examination
B.A./B.Sc./B.Com/B.B.A DEGREE EXAMINATION
FIRST SEMESTER
A COURSE IN COMMUNICATION AND SOFT SKILLS

Time: 3 Hr.

Max. Marks: 70

I. Answer any TWO of the following questions.

- (a) Why is listening important?
- (b) Explain the process of listening.
- (c) What are the traits of a good listener?
- (d) Enumerate and explain the various types of listening.

(2 x 5 = 10)

II. Answer any TWO of the following questions.

- (a) Describe various vowel sounds of English.
- (b) What are the different kinds of intonation?
- (c) What is contrastive word stress? Explain it with examples.
- (d) Identify the sound of the underlined part of the following words.
i) Character (ii) Foot (iii) Toil (iv) Phonetics (v) Father

(2 x 5 = 10)

III. Answer any TWO of the following questions.

- (a) Mention the six traits that a leader should have, according to A.P.J. Kalam
- (b) What does Barack Obama say about his victory in the American presidential election?
- (c) How does Dr. A.P.J. Abdul Kalam plan for an energy-independent India?
- (d) What were the goals that Obama wanted to achieve?

(2 x 5 = 10)

IV. Answer any TWO of the following questions.

- (a) What are the different ways of greeting?
- (b) Introduce yourself as the host for the College Day Celebrations.
- (c) Introduce your friend to your sister.
- (d) How do you greet your friend who is going abroad for higher studies?

(2 x 5 = 10)

V. Answer any TWO of the following questions.

- (a) What are the benefits of "SWOC" analysis?
- (b) Explain the importance of a positive attitude. How can we develop it?
- (c) Describe the qualities needed to develop emotional intelligence.
- (d) List the key elements of effective public speaking.

(2 x 5 = 10)

IV. Change the following sentences as directed:

(a) Fill in the blanks with the appropriate Articles:

(4x 1=4)

(i) _____ paper is made from trees.

(ii) Bhanu is _____ young research scholar.

(iii) _____ honesty is the best policy.

(iv) Raj is _____ union leader.

(b) Fill in the blanks with appropriate Verb forms:

(4x 1=4)

(i) The news _____ (be) unclear.

(ii) Every boy and girl _____ (attend) the function.

(iii) My daughter _____ (write) a book on medicine now,

(iv) The Collector _____ (meet) the flood victims yesterday.

(c) Fill in the blanks with suitable Prepositions:

(4x1=4)

(i) Many people took advantage _____ low prices offered by the new shop.

(ii) The Chief Minister was thankful _____ everyone who helped in the campaign.

(iii) This site is suitable _____ the factory.

(iv) Shyam goes to college _____ foot.

(d) Fill in the blanks with the appropriate Question Tags:

(4x1=4)

(i) Let's go to the cinema, _____?

(ii) Close the window please, _____?

(ii) Don't blame others for everything, _____?

(iv) I am very happy now, _____?

(e) Write English words for the following phonetic transcriptions:

(4x1=4)

(i) /'tʃerɪʃ/

(ii) /meɪl/

(iii) /ə'pɪə/

(iv) /'rɪðəm/

1. B. Ashu
2. Day
3. P. Pome
4. Sacens

5. S.H.D. Hakeem
6. F
7. N. L. Nandh

Model Question Paper Semester End Examinations for Skill Course

B.A./B.Sc./B. Com/B.B.A DEGREE EXAMINATIONS

**FIRST SEMESTER
COMMUNICATION SKILLS**

Time: 2 Hr.

Max. Marks: 50

Answer ANY FIVE of the following questions.

(5 x 10 = 50)

1. Write a note on nature, importance and principles of Communication.
2. Describe the process of communication in detail.
3. What are the barriers of communication? Mention any three strategies for effective communication.
4. What are the steps to be followed to make a good presentation?
5. Write a note on the role of non-verbal communication in presentation.
6. What are the best visual aids for a presentation?
7. Discuss the different types and stages of interview.
8. Explain in detail the Do's and Don'ts in an interview.
9. What is Group Discussion? What are the roles of a group discussion?
10. What are the functions of Group Discussion?

1. B. Ashw

2. L

3. P. P

4. S

5. S.M.D. Hakeem

6. J

7. N. L. N

INTERNAL ASSESSMENT (30 MARKS) (CIA)

The internal assessment will be conducted twice a semester in the below mentioned pattern.

CIE	Internal I	Internal II
Mid Examination	20 M	20 M
Seminar/Assignment/Group Discussion/Poster Presentation	5 M	5 M
NSS/NCC/Yoga/Sports/Clean & Green Activities	5 M	5 M
Grand Total	30 M	30 M

The duration of the internal examination will be 1 hour.

SEMESTER END EXAMINATIONS (70 MARKS) (SEE)

The semester end examinations will be conducted for 70 marks and the duration will be 3 hours.

First Internal Model Question Paper
B.A./B.Sc./B. Com/B.B.A DEGREE INTERNAL EXAMINATION-I
FIRST SEMESTER
A COURSE IN COMMUNICATION AND SOFT SKILLS

Time: 1 Hr.

Max. Marks: 20

I. Answer any TWO of the following questions.

(2 x 5 = 10)

- (a) Why is listening important?
- (b) Explain the barriers to listening.
- (c) What are the traits of a good listener?
- (d) Enumerate and explain the various types of listening.

II. Answer any TWO of the following questions.

(2 x 5 = 10)

- (a) Describe various vowel sounds of English.
- (b) What are the different kinds of intonation?
- (c) What is contrastive word stress? Explain it with examples.
- (d) Identify the sound of the underlined part of the following words.

i) Character (ii) Foot (iii) Toil (iv) Phonetics (v) Father

Second Internal Model Question Paper
B.A./B.Sc./B.Com/B.B.A DEGREE INTERNAL EXAMINATION-II
FIRST SEMESTER
A COURSE IN COMMUNICATION AND SOFT SKILLS

Time: 1 Hr.

Max. Marks: 20

I. Answer any TWO of the following questions.

(2 x 5 = 10)

- (a) Mention the six traits that a leader should have, according to A.P.J. Kalam
- (b) What were the goals that Obama wanted to achieve?
- (c) What are the benefits of "SWOC" analysis?
- (d) Describe the qualities needed to develop emotional intelligence.
- (e) Evaluate the importance of interpersonal skills.

II. Answer any ALL of the following questions.

(a) Choose the correct option and fill in the blanks.

(4 x ½ = 2)

- i. One of my brothers _____ (work/works) in the U.S.A.
- ii. My brother and sister _____ (has/have) a house in Mumbai.
- iii. Our principal _____ (live/lives) near our college.
- iv. Neither of the players _____ (was/were) given the prize.

(b) Fill in the blanks with suitable articles.

(4 x ½ = 2)

- i. Abdul Kalam is _____ extraordinary man.
- ii. _____ apple _____ day, keeps the doctor away.
- iii. Ram is _____ honest man.
- iv. I saw _____ one-eyed man.

(c) Fill in the blanks with suitable prepositions.

(4 x ½ = 2)

- i. We should not feel superior _____ others.
- ii. He is good _____ English, but poor _____ Mathematics.
- iii. Mother is _____ the kitchen.
- iv. We celebrate Independence day _____ 15th of August every year.

(c) Add question tags to the following. (Rewrite the complete sentence)

(4 x 1 = 4)

- i. I am very happy now, _____
- ii. Seeta is a very good girl, _____
- iii. He was very busy yesterday, _____
- iv. Ravi always thinks positively, _____

LIST OF THE QUESTION PAPER SETTERS

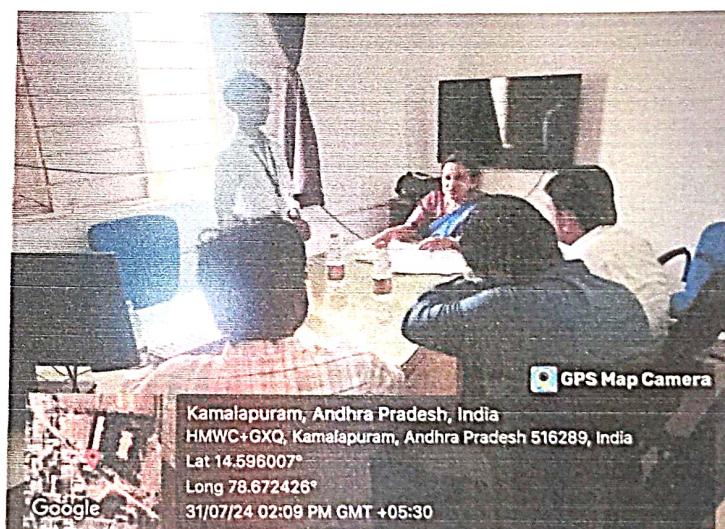
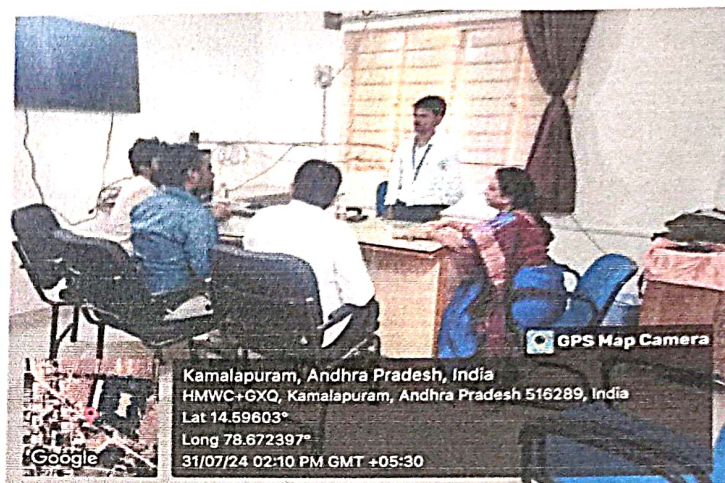
Sl.No	Name & Designation of the Faculty	Institutional Address	Mobile No	Emailid
1.	Dr. V.S.Prasanna Kumar Lecturer in English	GDC, Ulavapadu, Prakasam (Dt)	8897435080	velampallisivaprasannakumar@gmail.com
2.	Dr. G.Krishna Prasad, Lecturer in English	SVSSC. Govt. Degree College Sullurpet, Tirupati District	9440753860	gkprasad0099@gmail.com
3.	S.M. Basha Lecturer in English	Lepakshi Degree College, Proddatur	9441637601	kmbasha2007@gmail.com
4.	T. Aravind Lecturer in English	GDC, Vempalli	9866888159	aravind08208@gmail.com
5.	S. Chand Basha Lecturer in English	GDC, Rajampeta	9866999859	chanbashama@gmail.com
6.	KV Ramana Lecturer in English	GDC, Rajampeta	9441549369	ramanakv70@gmail.com
7.	Dr B. Sreenivasulu Principal	GDC, Pulivendula	9441457667	drbslvrsdc@gmail.com
8.	Dr. P. Srinivasa Reddy Asst. Professor	Geetams University, Vizag	9700950003	spydala@gitam.edu
9.	Dr. Y. Sreenivasulu, Asst. Professor (Sr.)	Vellore Institute of Technology Deemed to be University Vellore	9652362949	yadamalas2011@gmail.com
10.	Dr M V Sulochana Lecturer in English	GDC, Porumamilla	9490632323	sashibindhu123@gmail.com

List of the Examiners

Sl. No	Name & Designation of the faculty	Institutional Address	Mobile No.	E-mail id
1	G.V. Rajeswari Devi Lecturer in English	S.V. Degree College, Kadapa	8639221581	prasad.devi05@g.mail.com
2	P. Lakshmi Devi Lecturer in English	Vikas Degree College, Kadapa	9948807217	lakshmidvipallal@gmail.com
3	D. Manjula Lecturer in English	Sri Vaishnavi Degree College, Rajampeta	7893053688	dmanula123@gmail.com
4	Dr. S. Nagendra, Lecturer in English	GDC, Jammalamadugu	9440481100	departmentoenglish8@gmail.com
5	P. Babu Ravichandra Lecturer in English	GDC, Pourmamilla	9949828876	chandraravi597@gmail.com
6	R. Sravani Lecturer in English	Nagarjuna Degree College Kadapa	9949532352	sravaninagarjuna@gmail.com
7	G.P.Asha Latha Lecturer in English	SKR & SKR Degree College (A) Kadapa	9000886357	ashalatha.gp@gmail.com
8	D. Sudheer Lecturer in English	Srinivasa Degree College Jammalamadugu	9676227414	sudheerdulam007@gmail.com
9	S.Suchendra Lecturer in English	S.P Degree College Jammalamadugu	8555969341	suchi01@gmail.com
10	K.V.S. Sravan Lecturer in English	Sri Hari Degree College Kadapa	9708856241	sravansri@gmail.com

Pics - Board of Studies in English Meeting-I (2024-2025)

DATED:31-07-2024





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Department of English

2024-2025

Members Present for the Board of Studies:

Sl. No.	Name	Designation	Position in BoS	Signature
1	B. Ashok	Head	Chairperson	B. Ashok
2	D. Vinay Kumar	Lecturer	Member	D. Vinay Kumar
3	Mr.S.M.D. Hakeem Department of Humanities & Sciences Annamacharya Institute of Technology and Sciences Kadapa Ph.:7013846501 Email: hakeemcssr@gmail.com	Assistant Professor	Subject Expert JNTU Ananthapur	S.M.D. Hakeem
4	Mr. A. Sreenath Department of English Sri Venkateswara Degree & PG College Ananthapuram Ph:9440384307 Email: srinathbut1971@gmail.com	Lecturer	Subject Expert S.K. University	A. Sreenath
5	Prof.P. Padma Department of English Yogi Vemana University Ph:9441150022 Email: puttapdm@yvu.edu.in	Professor	Subject Expert University Nominee	P. Padma
6	Dr.S. Subhqtahin Travel Maniac Ph:9966868181	Industrialist	Member	Dr.S. Subhqtahin
7	N. Lakshmi Narasimha Assistant Professor Department of Humanities & Sciences Annamacharya University, Rajampeta Ph:6301197560 Email: marellanarsimha123@gmail.com	Alumni	Member	N. C. Narasimha

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13/521 Reddy Colony, Kamalapuram, YSR District -516289

BOARD OF STUDIES

DEPARTMENT

OF

ENGLISH

2024-2025

SEMESTER - II

Dated:27/12/2024

BoS Meeting-II

CONTENTS

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10. Pics & Attendance sheet

Board of Studies Department of English Minutes of Meeting - II

The Board of Studies meeting in English held in the Department of English, CSSR & SRRM Degree & PG College (A), Kamalapuram discussed the following agenda.

Agenda:

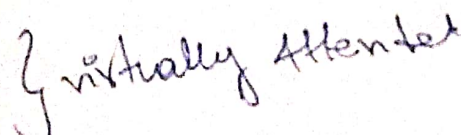
1. To discuss and approve semester-II syllabus and the corresponding credits for all courses with CBCS framework.
2. To review the Course Outcomes for the Semester -II Syllabus.
3. To approve the procedure relevant to both Internal and External examinations.
4. To discuss the pattern and model of question paper.
5. To approve names for the panel of question paper setters and examiners.
6. Departmental activities/events
7. Any other points.

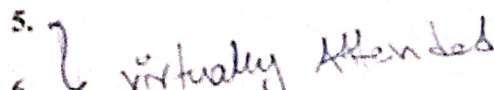
Minutes of Meeting:

The Board of Studies members discussed and resolved the following points in the meeting held on 26th December 2024.

1. All the BoS members thoroughly discussed and suggested some changes in the syllabus of II semester.
2. The members of the BoS approved the Course Objectives prepared by the department.
3. The board unanimously agreed and approved the procedure and scheme of internal and external examination patterns.
4. The members approved the question paper pattern and the model question papers for following papers.
5. The board verified and approved the proposed panel of question paper setters and examiners.
6. The board suggested the department to organize developmental activities like seminars/workshops/FDPs for both faculty and students.
7. The board also suggested the department to conduct activities for development of various skills among the students.

Signatures of the members present:

1. 
2. 
3. 
4. 

5. 
6. 
7. 


CHAIRMAN
BOARD OF STUDIES
Department of English
CSSR & SRRM Degree & PG College
Autonomous
Kamalapuram, YSR


Principal
PRINCIPAL
CSSR & SRRM Degree & PG College
Autonomous
Kamalapuram, YSR (Dist), A.P.

Board of Studies Department of English Minutes of Meeting - II

The Board of Studies meeting in English held in the Department of English, CSSR & SRRM Degree & PG College (A), Kamalapuram discussed the following agenda.

Agenda:

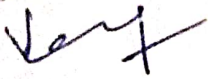
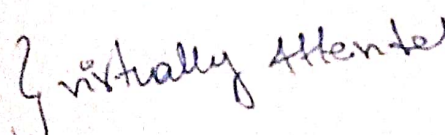
1. To discuss and approve semester-II syllabus and the corresponding credits for all courses with CBCS framework.
2. To review the Course Outcomes for the Semester -II Syllabus.
3. To approve the procedure relevant to both Internal and External examinations.
4. To discuss the pattern and model of question paper.
5. To approve names for the panel of question paper setters and examiners.
6. Departmental activities/events
7. Any other points.

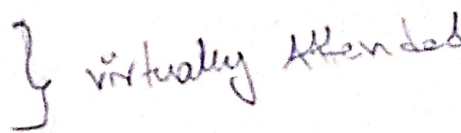
Minutes of Meeting:

The Board of Studies members discussed and resolved the following points in the meeting held on 26th December 2024.

1. All the BoS members thoroughly discussed and suggested some changes in the syllabus of II semester.
2. The members of the BoS approved the Course Objectives prepared by the department.
3. The board unanimously agreed and approved the procedure and scheme of internal and external examination patterns.
4. The members approved the question paper pattern and the model question papers for following papers.
5. The board verified and approved the proposed panel of question paper setters and examiners.
6. The board suggested the department to organize developmental activities like seminars/workshops/FDPs for both faculty and students.
7. The board also suggested the department to conduct activities for development of various skills among the students.

Signatures of the members present:

1. 
2. 
3. 
4. 

5. 
6. 
7. 


CHAIRMAN
BOARD OF STUDIES
Department of English
CSSR & SRRM Degree & PG College
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Board of Studies
Department of English

The following replacements were made in the syllabus for the academic year 2024-2025 in the Board of Studies meeting held on 26/12/2024

Year	Semester	Title of the Paper	Unit	Existing Topic	Changed Topic	Reason for changing
I	II	A Course in Reading & Writing Skills	I	Ulysses	Palanquin Bearers	Comprehending long poem can be a difficult task for students.

The above modifications were discussed and approved in the BoS meeting by all the members.

Signatures of the Members:

1. D. Vinay Kumar, Chairman, BoS



2. Prof. P. Padma, Subject Expert (University Nominee) (virtual)

3. A. Sreenath, External Subject Expert (virtual)

4. S. Md. Hakeem, External Subject Expert (virtual)

5. }
6. } virtually Attended

Course Structure for Four-Year Honours Courses of B. A/B. Com/B. Sc/B.B.A

Year	Semester	Course	Paper Code	Title of the Course	No. of Hrs/Week	No. of Credits	CIA	SEE	TOTAL
204-2025	II	1	ENG201	A Course in Reading & Writing Skills	4	3	30	70	100
		2	SC201	Business Writing	2	2	-	50	50

Day

INTERNAL ASSESSMENT (30 MARKS) (CIA)

The internal assessment will be conducted twice a semester in the below mentioned pattern.

CIE	Internal I	Internal II
Mid Examination	20 M	20 M
Seminar/Assignment/Group Discussion/Poster Presentation	5 M	5 M
NSS/NCC/Yoga/Sports/Clean & Green Activities	5 M	5 M
Grand Total	30 M	30 M

The duration of the internal examination will be 1 hour.

SEMESTER END EXAMINATIONS (70 MARKS) (SEE)

The semester end examinations will be conducted for 70 marks and the duration will be 3 hours.



SEMESTER-II

COURSE 2: A COURSE IN READING & WRITING SKILLS

Theory

Credits: 3

4 Hrs/week

Outcomes:

By the end of the course the learner will be able to:

- Use reading skills for effective comprehension.
- Buildup a repository of active vocabulary.
- Own writing strategies in academic skills.
- Enable writing skills for future purposes.
- Enhance communicative competence through Reading and Writing skills acquired

I. UNIT

Poetry: 1. Palanquin Bearers -Sarojini Naidu

Skills: 2. Vocabulary: Conversion of Words

3. One Word Substitutes

4. Collocations

II. UNIT

Prose: 1. The Best Investment I Ever Made – A.J. Cronin

Non-detailed Text: 2. Florence Nightingale – Abrar Mohtsin

Skills: 3. Skimming and Scanning

III. UNIT

Prose: 1. The Night Train at Deoli

Poetry: 2. Stopping by Woods on a Snowy Evening - Robert Frost

Skills: 3. Reading Comprehension (Top Down, Bottom Up and Schema Theory)

4. Note Making/Note Taking

IV. UNIT

Poetry: 1. Night of the Scorpion – Nissim Ezekiel

Skills: 2. Expansion of Ideas

3. Notices, Agendas & Minutes

V. UNIT

Non-Detailed Text: 1. An Astrologer's Day – RK Narayan

Skills: 2. Curriculum Vitae and Resume

3. Letters

4. E-Correspondence

References:

1. Communication Skills (2nd Edition), Sanjay Kumar & Pushpa Lata, Oxford University Press, 2016.
2. The New Oxford Guide to Writing, Thomas S. Kane,
3. Reading Skills: How to Read Better and Faster- Speed Reading, Reading Comprehension & Accelerated Learning (2nd Edition), Nick Bell.
4. English Vocabulary in Use: Upper Intermediate, Cambridge University Press.

Activities:

1. Asking the students to prepare a model resume.
2. Quiz on one-word substitutes.
3. Collocation pair activity.
4. Asking the students to read news clippings and make notes.



First Internal Model Question Paper
B.A./B.Sc./B.Com/B.B.A DEGREE INTERNAL EXAMINATION-I
SECOND SEMESTER
A COURSE IN READING AND WRITING SKILLS

Time: 1 Hr.

Max. Marks: 20

I. Answer any TWO of the following questions.

(2 x 5 = 10)

- (a) What is the central theme of the poem "Palanquin Bearers".
- (b) Why does the doctor consider his help to the young man as "The Best Investment" he ever made?
- (c) Why was Florence called, "The Lady with the Lamp?"
- (d) Write a brief note on Skimming, a reading technique.

II. Answer any ALL of the following questions.

(a) Fill in the blank with correct form of the word.

(3 x 1 = 3)

- i. Mr. Rao's _____ (familiar) with all the South Indian languages is remarkable.
- ii. How long is the _____ (fly) from Rome to Paris?
- iii. We offer free _____ (deliver) for purchases over Rs. 1000.

(b) Match the following words with their meanings.

(4 x 1 = 4)

Column A

- (a) Omniscient
- (b) Ornithology
- (c) Centenarian
- (d) Democracy

Column B

- (i) One who lived for 100 years
- (ii) A government by the people
- (iii) One who knows everything
- (iv) A study of birds

(c) Match the following words with their meanings.

(3 x 1 = 3)

Column A

- (a) Bitter
- (b) Hectic
- (c) Resounding

Column B

- (i) success
- (ii) enemies
- (iii) schedule

Second Internal Model Question Paper
B.A./B.Sc./B.Com/B.B.A DEGREE INTERNAL EXAMINATION-II

SECOND SEMESTER
A COURSE IN READING AND WRITING SKILLS

Time: 1 Hr.

Max. Marks: 20

I. Answer any TWO of the following questions.

(2 x 5 = 10)

- (a) What is the mystery about Deoli station that the author talked about?
- (b) Why does the poet stop in the woods in "Stopping by the Woods on a Snowy Evening"?
- (c) How does Night of the Scorpion explore the concept of sacrifice and the mother's role as a selfless personality?
- (d) Expand "Make hay while the sun shines".

II. Read the following passage carefully and answer the questions that follow.

(5 x 1 = 5)

Regular exercise is the key to maintaining a healthy lifestyle. Engaging in physical activity helps improve cardiovascular health, strengthen muscles, and boost overall energy levels. Exercise also plays a vital role in mental well-being by reducing stress and enhancing mood. For best results, experts recommend incorporating a mix of aerobic and strength-training exercises into one's routine. Even small amounts of physical activity can make a significant difference over time.

- 1. What is one benefit of exercise mentioned in the passage?
- 2. How does exercise affect mental well-being according to the passage?
- 3. What type of exercises do experts recommend?
- 4. What can small amounts of physical activity achieve?
- 5. According to the passage, how should one incorporate exercise into their routine?

III. Read the following passage and make notes.

(1 x 5 = 5)

Water conservation is crucial for maintaining the health of our environment and ensuring the availability of water for future generations. Simple actions like fixing leaks, using water-efficient appliances, and reducing water usage in daily activities can significantly impact water preservation. Additionally, raising awareness about the importance of water conservation and supporting policies that promote sustainable water management are essential. As populations grow and climate change affects water availability, proactive measures in water conservation become increasingly important.

CSSR & SRRM DEGREE & PG COLLEGE

Autonomous

Re- accredited with NAAC 'A' Grade (Cycle-II)
(Permanently Affiliated to Yogi Vemana University, Kadapa)

B.A./B.Sc./B.Com DEGREE EXAMINATION SECOND SEMESTER A COURSE IN READING AND WRITING SKILLS

Time: 3 Hr.

Max. Marks: 70

BLUE PRINT

SECTION-I

Answer ANY THREE of the following questions. Each question carries FIVE marks.

3 x 5 = 15 M

UNIT	Questions to be Given
Unit-1 (Poetry)	2
Unit-3 (Poetry)	2
Unit-4 (Poetry)	2

SECTION-II

Answer ANY THREE of the following questions. Each question carries FIVE marks.

3 x 5 = 15 M

UNIT	Questions to be Given
Unit-2 (Prose & Non-Detailed Text)	4
Unit-3 (Prose)	2

SECTION-III

Answer ANY ONE of the following questions.

1 x 5 = 5 M

UNIT	Questions to be Given
Unit-2 (Skills)	1
Unit-5 (Non-Detailed Text)	1

SECTION-IV

Answer ANY ONE of the following question.

1 x 5 = 5 M

UNIT	Questions to be Given
Unit-4 (Skills)	2

SECTION-V

Match the following.

5 x 1 = 5 M

UNIT	Questions to be Given
Unit-1 (Skills)	5 (VSQ)

SECTION-VI

Reading Comprehension

5 x 1 = 5 M

UNIT	Questions to be Given
Unit-3 (Skills)	5 (VSQ)

SECTION-VII

Fill in the blanks (Collocations)

5 x 1 = 5 M

UNIT	Questions to be Given
Unit-1 (Skills)	5 (VSQ)

SECTION-VIII

Note Making/Taking

1 x 5 = 5 M

UNIT	Questions to be Given
Unit-3 (Skills)	1

SECTION-IX

Answer ANY ONE of the following.

1 x 5 = 5 M

UNIT	Questions to be Given
Unit-5 (Skills)	2

SECTION-IX

Answer ANY ONE of the following.

1 x 5 = 5 M

UNIT	Questions to be Given
Unit-5 (Skills)	2

Match the following.

SECTION-V

5 x 1 = 5 M

UNIT	Questions to be Given
Unit-1 (Skills)	5 (VSQ)

Reading Comprehension

SECTION-VI

5 x 1 = 5 M

UNIT	Questions to be Given
Unit-3 (Skills)	5 (VSQ)

Fill in the blanks (Collocations)

SECTION-VII

5 x 1 = 5 M

UNIT	Questions to be Given
Unit-1 (Skills)	5 (VSQ)

Note Making/Taking

SECTION-VIII

1 x 5 = 5 M

UNIT	Questions to be Given
Unit-3 (Skills)	1

Answer ANY ONE of the following.

SECTION-IX

1 x 5 = 5 M

UNIT	Questions to be Given
Unit-5 (Skills)	2

Answer ANY ONE of the following.

SECTION-IX

1 x 5 = 5 M

UNIT	Questions to be Given
Unit-5 (Skills)	2



Answer any THREE of the following questions.

(3x5=15 M)

What is the central theme of the poem, "Palanquin Bearers"?

Write a note on symbolism in the poem "Palanquin Bearers".

How does Night of the Scorpion explore the concept of sacrifice and the mother's role as a selfless personality?

What is the role of superstitions in the poem? How do the villagers' beliefs impact their actions and attitudes toward the mother?

Why does the poet stop in the woods in "Stopping by the Woods on a Snowy Evening"?

What is the significance of the last two lines of the poem and how do they contribute to the poem's overall meaning?

Answer any THREE of the following questions.

(3x5=15 M)

a) Why does the doctor consider his help to the young man as "The Best Investment" he ever made?

b) What conditions forced the young man to attempt suicide?

c) How did Nightingale bring about a change in the hospital in Scutari?

d) Why was Florence called, "The Lady with the Lamp"?

e) What is the mystery about Deoli station that the author talked about?

f) "I felt the impulse to put her on the train there and then, and take her away with me". Explain the lines.

Answer ANY ONE of the following questions.

(1x5=5 M)

a) Justify the title, "An Astrologer's Day".

b) Write a brief note on Scanning, a reading technique.

Expand any ONE of the following.

(1x5=5 M)

(a) Rome was not built in a day.

(b) Health is Wealth.

Match the following words with their meanings.

(5x1=5 M)

Column A

- (c) Avaricious
- (d) Etymology
- (e) Obsolete
- (f) Illiterate
- (g) Ventriloquist

Column B

- (i) One who can throw his voice
- (ii) One who doesn't know how to read and write
- (iii) One who is greedy for money
- (iv) A study of the derivation of words
- (v) A thing no longer in use

I. Read the following passage carefully and answer the questions that follow.

(5x1=5 M)

In a small village surrounded by lush green fields, there lived a wise old man named Raghav. Known for his wisdom and kindness, people from nearby villages would often come to him for advice. Despite his age, Raghav was full of energy and was always ready to help those in need. He believed that knowledge gained should be shared and used for the welfare of society. One day, a young man named Arjun visited Raghav, troubled by the challenges he faced in life. He felt overwhelmed and was unsure about his future. Raghav listened patiently and then took him to a nearby river. They sat by the bank, watching the flowing water. After a while, Raghav asked, "Do you see how the river flows freely, overcoming all obstacles in its path?" Arjun nodded, observing how the water gracefully moved around rocks and continued its journey. Raghav continued, "Life is like this river. Challenges are like the rocks. You must learn to navigate around them instead of being stopped by them. If you keep moving forward, nothing can block your progress." These words left a deep impact on Arjun. He realized that instead of fearing challenges, he needed to face them with courage and resilience. Filled with new hope, Arjun thanked Raghav and promised to never give up, no matter how difficult the situation might be. From that day onwards, Arjun worked hard and faced every challenge with determination. Eventually, his efforts paid off, and he became successful, just like the river that reached its destination by flowing continuously.

- (a) Why was Raghav respected by the villagers?
- (b) What was Arjun struggling with when he visited Raghav?
- (c) What did Raghav compare life to?
- (d) What lesson did Arjun learn from Raghav?
- (e) What was the result of Arjun's determination and hard work?

VII. Choose the most appropriate collocations from the choices to make a meaningful sentence. (5x1=5 M)

- (a) Few people can _____ (have/save) a secret.
- (b) Raj _____ (paid/took) no attention to my requests.
- (c) Although the doctors tried hard, they couldn't _____ (protect/save) his life.
- (d) They _____ (came/brought) close to hitting one other.
- (e) Sita _____ (gave/made) a cough to catch his attention.

VIII. Read the following passage and make notes.

(1x5=5 M)

The human brain is spherical like a ball. It is divided into two halves called the two hemispheres. The right hemisphere controls the working of the left side of the body, while the left hemisphere controls the right side. Furthermore, each hemisphere controls certain kinds of mental activity. In most people, reasoning or logical thinking and the learning of mathematics and languages are controlled by the left hemisphere while the abilities in arts and crafts: music, dance, and sports are controlled by the right hemisphere.

IX. Answer ANY ONE of the following.

(1x5=5 M)

- (a) Write a letter to your mother requesting her to come to your town and spend some time with you.
- (b) Write a letter to the Editor of a newspaper about sound system played by your neighbors at your locality.

X. Prepare a Curriculum Vitae/ Resume for ANYONE of the following.

(1x5=5 M)

- (h) Prepare a CV for the post of Lecturer in English at S.V. Degree College, Raichur.
- (i) Prepare a CV for the post of Front Office Assistant-must be a graduate-fluency in English is a must-knowledge of computer is preferable-good communication skills.

SKILL COURSE
w.e.f. AY 2023-24
SEMESTER-II
BUSINESS WRITING

Theory

Credits: 2

2 hrs/week

Course Outcomes:

By the end of this course, students will be able to:

1. Understand the fundamentals of business writing, including style, tone, and language.
2. Produce well-structured and concise business documents, such as emails, memos, and reports.
3. Apply principles of effective communication in business letters and interoffice correspondence.
4. Craft persuasive and well-organized business proposals and formal reports.
5. Cultivate a professional and ethical approach to business writing.

Unit 1. Introduction to Business Writing: Importance and purpose of effective business writing; Characteristics of good business writing; Common challenges and misconceptions. Writing Clear and Concise Emails: Appropriate email etiquette in the professional environment, organizing email content and using effective subject lines, Understanding tone and formality in email communication.

Unit 2. Memos and Interoffice Communication: Formatting and structure of memos, Writing memos for various purposes like updates, announcements, requests. Ensuring clarity and coherence in interoffice communication. Business Letters and Formal Correspondence: Structure and components of a business letter, writing persuasive and professional business letters, Responding to inquiries and complaints effectively.

Unit 3: Business Proposals and Reports: Crafting business proposals for projects and initiatives, Formal report writing - format, sections, and organization, analyzing data and presenting findings in reports. Writing for Digital Platforms: Business writing for websites, social media, and online communication, Leveraging technology for efficient and impactful business writing

Activities:

1. Writing Assignments: Regular business writing tasks covering different document types.
2. Business Proposal Project: Crafting a comprehensive business proposal for a hypothetical scenario.
3. Reports and Presentations: Preparing formal reports and presenting findings to the class.
4. Quizzes and Tests: Assessing understanding of business writing principles and grammar.
5. Class Participation: Active engagement in discussions, peer reviews, and activities.



Text Books:

1. Business Writing Basics by Jane Watson (Author) Publisher: Self Counsel Press Inc; 2nd edition (1 August 2002) ISBN-10: 1551803860 ISBN-13: 978-1551803869
2. Successful Business Writing - How to Write Business Letters, Emails, Reports, Minutes and for Social Media - Improve Your English Writing and Grammar: of Exercises and Free Downloadable Workbook by Heather Baker Publisher: Universe of Learning Ltd; Illustrated edition (1 March 2012) ISBN-10 : 1849370745 ISBN-13 : 978-1849370745
3. Business Correspondence and Report Writing, 6th Edition by R C Sharma, Krishna Mohan, Virendra Singh Nirban. Publisher: McGraw Hill Education (India) Private Limited. ISBN-10: 9390113008 ISBN-13 : 978-9390113002

Reference Books:

1. "The Essential Business Handbook: The Nuts & Bolts of Getting Up and Running Fast" by John Storey and Amelia Storey (Indian Edition)
2. "The AMA Handbook of Business Writing: The Ultimate Guide to Style, Grammar, Punctuation, Usage, Construction, and Formatting" by Kevin Wilson and Jennifer Wauson

A handwritten mark in blue ink, consisting of a stylized 'N' followed by a diagonal line and a vertical line, resembling a signature or a checkmark.

SKILL COURSE

W.S.L. AY 2023-24

SEMESTER-II

BUSINESS WRITING

BLUE PRINT

2 Hrs

Answer any Five Questions out of ten Questions:

5 X 10 = 50 Marks

Units	No of Questions
Unit-I	3
Unit-II	3
Unit-III	4
Total	10

↓

Model Question Paper for SEM End Examination for Skill Course
B.A./B.Sc./B.Com/B.B.A DEGREE EXAMINATION

SECOND SEMESTER
BUSINESS WRITING

Time: 2 Hr.

Max. Marks: 50

Answer ANY FIVE of the following questions.

(5 x 10 = 50)

1. Discuss the importance and purpose of effective business writing. What are the key characteristics of good business writing?
2. Explain the principles of writing clear and concise emails in a professional setting.
3. Describe the formatting and structure of memos used in interoffice communication with example.
4. Outline the structure and components of a business letter.
5. Write a business letter to a client in response to a complaint about a delayed order. Draft a professional letter that acknowledges the issue, provides a resolution, and maintains a positive relationship with the client.
6. Explain the format and organization of formal reports.
7. Analyze the role of business writing for digital platforms, including websites, social media, and online communication.
8. Write an essay on the importance of effective subject lines and understanding tone and formality in email communication.
9. What is the role of technology in efficient and impactful business writing?
10. Draft a business proposal for establishing cafeteria in your college.



LIST OF THE QUESTION PAPER SETTERS

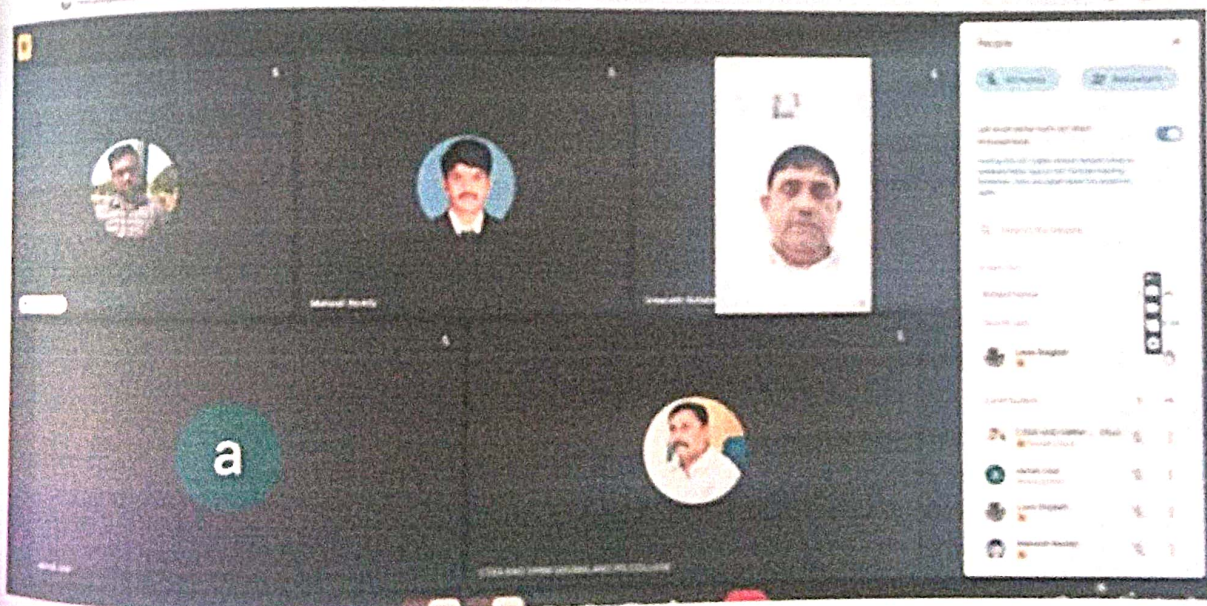
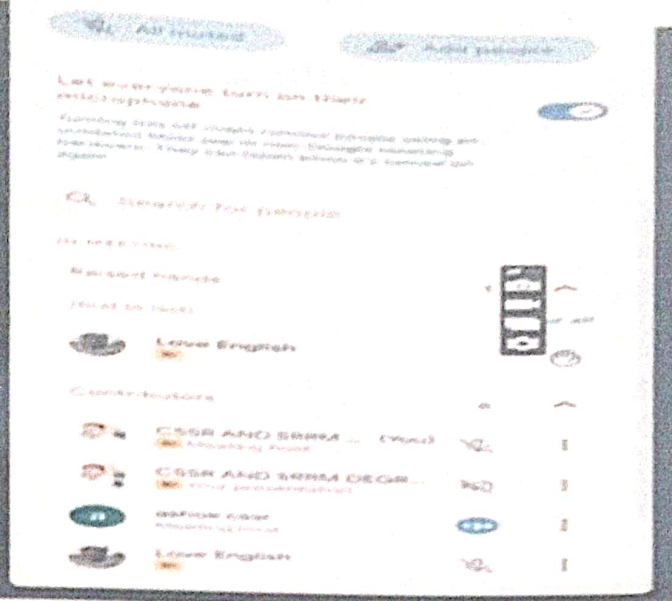
Sl. No	Name & Designation of the Teacher	Institutional Address	Mobile No.	Mail address
1	Dr. V.S.Prasanna Kumar, Lecturer in English	GDC, Ulavapadu, Prakasam (Dt)	8897435080	velampallisivaprasannakumar@gmail.com
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7	Dr B. Sreenivasulu, Principal	GDC, Pulivendula	9441457667	drbslvrsdc@gmail.com
8	Dr. P. Srinivasa Reddy Asst. Professor	Geetams University, Vizag	9700950003	spydala@gitam.edu
9	Dr. Y. Sreenivasulu, Asst. Professor (Sr.)	Vellore Institute of Technology (Deemed to be University), Vellore	9652362949	yadamalas2011@gmail.com
10	Dr M V Sulochana, Lecturerin English	GDC, Porumamilla	9490632323	sashibindhu123@gmail.com
11	Dr. T. Sasikanth Reddy, Lecturer in English	SCNR Govt. Degree College, Proddatur	9966180108	drtskreddy@gmail.com
12	Ch.Someswari HoD of English Department	Sri YN College Narsapur, West Godavari Dist.	7993384769	someswari.chinta834@gmail.com

List of the Examiners

Name & Designation of the Lecturer	Institutional Address	Mobile No.	e-mail ID
G.V. Rajeswari Devi, Lecturer in English	S.V. Degree College, Kadapa	8639221581	prasad.devi05@gmail.com
P. Lakshmi Devi, Lecturer in English	Vikas Degree College, Kadapa	9948807217	lakshmidvipallal@gmail.com
D. Manjula, Lecturer in English	Sri Vaishnavi Degree College, Rajampeta	7893053688	dmanula123@gmail.com
Dr. S. Nagendra, Lecturer in English	GDC, Jammalamadugu	9440481100	departmentoenglish8@gmail.com
K. Vandana Lecturer in English	Lepakshi Degree College Proddatur	8886371528	Vandana123@gmail.com

✓

Photos



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Permanently Affiliated to Yogi Vemana University
Recognized Under 2(f) & 12(B) of UGC Act 1956

13/521, Reddy Colony, Kamalapuram-516 289, Kadapa Dist. A.P.



Department of English

2024-2025

Members Present for the Board of Studies Meeting – II :

Name	Designation	Position in BoS	Signature
B. Ashok	Head	Chairperson	-
D. Vinay Kumar	Lecturer	Member	
Mr. S.M.D. Hakeem Department of Humanities & Sciences Annamacharya Institute of Technology and Sciences, Kadapa Ph.: 7013846501 Email: hakeemcssr@gmail.com	Assistant Professor	Subject Expert JNTU Ananthapur	virtual Attended
Mr. A. Sreenath Department of English Sri Venkateswara Degree & PG College Ananthapuram Ph: 9440384307 Email: srinathbut1971@gmail.com	Lecturer	Subject Expert S.K. University	virtual Attended
Prof. P. Padma Department of English Yogi Vemana University Ph: 9441150022 Email: puttapdm@yvu.edu.in	Professor	Subject Expert University Nominee	virtual Attended
Dr. S. Subhqtahin Travel Maniac Ph: 9966868181	Industrialist	Member	virtual Attended
N. Lakshmi Narasimha Assistant Professor Department of Humanities & Sciences Annamacharya University, Rajampeta Ph: 6301197560 Email: marellanarsimha123@gmail.com	Alumni	Member	virtual Attended